

Name		
Address		
City	State	ZIP+4
Phone # ( )	Fax # ( )	
E-mail address		
Company (optional)		

## Free Contractor Training Day Edmonds

**Registration Form  
Friday, September 9, 2016**

**Mail, fax or email a copy of registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Julie Perales or Mandi Mackey**  
**PO Box 44400**  
**Olympia WA 98504-4400**  
**FAX: 360 902-5292**  
**Email: LniTraining@Lni.wa.gov**  
**OR Call: 360 902-6366 or 360-902-5217**

**\*\*Select one class in each time frame by checking the box.\*\***

Time	Room	Course Title	
<b>7:30 – 8:00 AM</b> Check-in and networking			
<b>8:00 AM</b>			
<input type="checkbox"/>	SQL 202	Everything You Wanted to Know about Your L&I Account	1 Hour 50 Minutes
<input type="checkbox"/>	SQL 204	Plumbing Code – Part 1**	
<input type="checkbox"/>	SQL 205	Fall Protection	
<input type="checkbox"/>	SQL 212	Preparing Your Contract and Warranty	
<input type="checkbox"/>	SQL 213	State Taxes – Sales, Use and B&O	
<b>10:00 AM</b>			
<input type="checkbox"/>	SQL 201	Hiring “Independent Contractors” & Avoid Prime Contractor Liability	2 Hours
<input type="checkbox"/>	SQL 202	Government Contracting Essentials	
<input type="checkbox"/>	SQL 203	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	SQL 204	Plumbing Code – Part 2**	
<input type="checkbox"/>	SQL 205	Accident Prevention Program	
<input type="checkbox"/>	SQL 212	Subcontractor Workshop	
<input type="checkbox"/>	SQL 213	State Taxes – Sale, Use and B&O	
<b>12:00 PM</b> Lunch – on your own			
<b>1:00 PM</b>			
<input type="checkbox"/>	SQL 201	OMWBE Certification Overview	50 Minutes
<input type="checkbox"/>	SQL 202	Fall Protection – Competent Person Cards gained – Part 1*** (must attend parts 1, 2 & 3)	
<input type="checkbox"/>	SQL 203	Stay at Work – Workers’ Compensation Insurance Program	
<input type="checkbox"/>	SQL 204	Electrical Licensing 101*	
<input type="checkbox"/>	SQL 205	Cash Flow Management	
<input type="checkbox"/>	SQL 212	New Contractor Overview	
<input type="checkbox"/>	SQL 213	Jobsite Safety Setup and Your Weeklies	
<b>2:00 PM</b>			
<input type="checkbox"/>	SQL 201	Lead-Based Paint Guidelines for Contractors	1 Hour 20 minutes
<input type="checkbox"/>	SQL 202	Fall Protection – Competent Person Cards gained – Part 2*** (must attend parts 1, 2 & 3)	
<input type="checkbox"/>	SQL 203	Essentials of Small Business Planning	
<input type="checkbox"/>	SQL 204	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	SQL 205	Insurance Coverage and Bonds – What YOU Should Know	
<input type="checkbox"/>	SQL 212	Protecting Your Business and Customers	
<input type="checkbox"/>	SQL 213	Contracts for General Contractors	
<input type="checkbox"/>	SQL 214	Prevailing Wage	
<b>3:30 PM</b>			
<input type="checkbox"/>	SQL 202	Fall Protection – Competent Person Cards gained – Part 2*** (must attend parts 1, 2 & 3)	1 Hour 30 minutes
<input type="checkbox"/>	SQL 204	Plumbing Contractor Certification Requirements*	
<input type="checkbox"/>	SQL 212	Managing the Difficult Customer	
<input type="checkbox"/>	SQL 213	Common Legal Issues for Contractors	
<input type="checkbox"/>	SQL 214	Advanced Prevailing Wage	

Please bring a copy of this schedule to the training

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly email will be sent with upcoming L&I training events)

I learned of this workshop via: ☐ Mailing ☐ Email ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other\_\_\_\_\_

**Classes will be located at:**  
**Edmonds Community College**  
**Snoqualmie Hall**  
**20000 68<sup>th</sup> Ave West**  
**Lynnwood, WA 98036**

☐ \*\*Yes, I would like to attend the Code Training Part 1 and 2 for 4 hours of Plumbing Code Continuing Education Credit for a fee of \$48.00.

☐ \*Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (\*)classes plus 1 other. Fee is \$48.00. (Last 3 time slots)

☐ I would like to obtain Department of Ecology Continuing Education Credits (Free)



**When: Friday, September 9, 2016**

**Check-in and networking begins at 7:30 AM**

**Don't miss out on this great training event register today!!**

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### Course Descriptions and Presenters

**Bidding, Estimating and the Bottom line** *-(New contractors)* - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Kris Alberti, Executive Director of the Northwest Independent Contractors Association (NICA).

**Fall Protection (All Contractors)** Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite). Presented at **8 am** by JC Smith and Gary Sadowski, DOSH Consultation, Dept. Labor and Industries; and **three-part class (1pm, 2pm & 3:30pm-must attend all three, will receive Competent Person Card)** by Kris Alberti, Executive Director of the NICA.

**Accident Prevention Program** *(All contractors)* – Learn how a viable and comprehensive accident prevention / safety program saves you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Derek Pina and Phil Davis, Safety and Health Consultant, Dept. of Labor and Industries.

**Prevailing Wage** *(All contractors)* – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Prevailing Wage Technical Specialist with L&I.

**Advanced Prevailing Wage** *(Experienced Contractors)* -Advanced discussion of state prevailing wage law requirements. This workshop is intended for contractors that already have a solid foundation of knowledge of prevailing wage on public works requirements. The workshop focus will be on advanced topics with an open discussion of problems, issues and correct resolutions. We will have certain key topics prepared but will focus primarily on your questions and issues. Please bring your public works and prevailing wage questions and issues! Presented by Laura Herman, Technical Specialist at L&I.

**Hiring "Independent Contractors" in Washington State and Protecting Yourself from Prime Contractor Liability** *(All contractors)* – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Beaty, Dept. of Labor and Industries.

**Everything You want to know about your L&I Account** *(Contractors with employees)* Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Roseann Collins and Chris Alcatraz, Dept. of Labor and Industries.

**Stay At Work – Workers Comp Insurance Program** *(Contractors with employees)* - Learn about L&I's new program to help employers keep injured workers on the job and the best part is L&I pays half the wages plus expenses to do it. Learn about how to qualify, how the program works and how this program can benefit your company and your worker. Presented by Joyce Allen, Stay at Work Program Specialist, Dept. of Labor and Industries.

**Managing Claims to Control Your Industrial Insurance Costs** *(All contractors)* – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by Nancy Adams, Claims Unit Supervisor, Dept. of Labor & Industries.

**Government Contracting Essentials** *(All Contractors)* Growing your business through government contracts can be a bit daunting at first. Discover tools and information that can help you determine who in state and local government buys what you sell, how they buy it, and how you can prepare your firm to succeed in the public marketplace. You'll also be introduced to certifications and resources that may help you gain an edge on the competition. Presented by Cate Taylor, Washington Procurement Technical Assistance Center, and Brett Hill, Attorney, Ahlers & Cressman.

**Insurance Coverage and Bonds – What YOU Should Know** *(All Contractors)* Learn some of the differences in insurance policies and bond coverage. What's covered and what's NOT, common exclusions, contract obligations and other legal issues related to contractors insurance. Presented by Brett Hill, Attorney, Ahlers & Cressman.

**OMWBE Certification Overview** *(All Contractors)* The Washington State Office of Minority and Women's Business Enterprises is presenting this workshop for all small businesses interested in contracting with state government. The certification you may receive is used by buyers for state agency, educational institutions and transportation related projects. Learn the benefits of certification ... and you can bring your prepared application if you wish! (Fees for submitting an application may apply.) For more information prior to this event visit us at [www.omwbe.wa.gov](http://www.omwbe.wa.gov), or call a Certification Trainer 1-866-208-1064.

## Course Descriptions and Presenters, continued

**Cash Flow Management – Understand Your Business Financials** (*All contractors*) – Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Jennifer Shelton, Washington Small Business Development Center.

**Essentials of Small Business Planning** (*All contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Jack Stiegler, Snohomish County SCORE.

**Jobsite Safety Setup & Your Weeklies** (*Contractors with employees*) Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Association of General Contractors.

**Lead-Based Paint Program Guidelines for Contractors** (*All contractors*) Learn about the similarities and differences between the HUD Lead-based Paint Abatement Program and the EPA Renovation, Repair and Painting Program, including the types of projects that fall under the regulations of each program, and who is required to have certification and how to obtain individual certification or firm certification in either program. Presented by Dano Summers, Certification Specialist, Dept. of Commerce.

**Preparing Your Contract and Warranty** (*All contractors*) Learn the most important terms and conditions to have in your contract, what they mean, and why they need to be there. This course will cover warranties, scope of work, change orders, correction of work, building code issues, payment issues, commencement and completion dates, delay issues, fixed price contracts vs. T&M contracts, allowances, liquidated damages and dispute resolution. It is recommended that each attendee bring a copy of his/her company contract to review and mark up during the course. Presented by the Linville Law Firm.

**Subcontractor Workshop** (*All contractors*) Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, and termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. Presented by the Linville Law Firm.

**Managing a Difficult Customer** (*All contractors*) Learn how to recognize a difficult customer in advance and be prepared to deal with a difficult customer so at the end of the project the customer is happy with your work, and you receive full and final payment for your work. Learn how to manage your customer before and after you start work on the project. Learn the reasons why some builders are successful and are able to avoid legal problems with their customers, get the job done, and get paid for their work. . Presented by the Linville Law Firm.

**Protecting Your Business and Your Customer** (*All contractors*) WA laws afford certain protections to your customers and those laws also require that you provide certain notices to your customers. Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by the Linville Law Firm.

**\*Plumbing Contractors – Certification Requirements** (*All contractors*) Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice? Presented by Bruce Springer, Plumbing Technical Specialist, Dept. of Labor and Industries.

**\*\*Plumbing Code Training – Part 1** Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, Dept. Labor and Industries.

**\*\*Plumbing Code Training – Part 2** Current Code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, Dept. Labor and Industries.

**Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Darin Lyon, Electrical, Dept. of Labor and Industries (Plumber Industry Related CEU Course.)

**New Contractor Overview** (*New contractors*) Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Jesse Jameson, Dept. of Labor and Industries.

**Contracts for General Contractors** (*All contractors*): This class will cover everything you need to include (and exclude!) in your construction contracts. Seth Millstein will review the key contract clauses for general contracts and subcontracts, provide sample agreements, and review good documentation practices on construction projects. Presented by Seth Millstein, Attorney, Pillar Law PLLC.

**Common Legal Issues for Contractors** – (*All Contractors*) Learn about common legal issues and problems faced by contractors. This class will include a review of consumer notices required by law, typical construction contracting mistakes and how to avoid them, understanding personal liability issues and common pitfalls, etc. Presented by Sage Linn, Attorney, Impact Law Group PLLC.

**State Taxes Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin and Jason Sayer, Tax Specialists, Dept. of Revenue.

Department of Labor and Industries  
DTO - Outreach and Education  
Attn: Julie Perales  
PO Box 44400  
Olympia WA 98504-4400

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**Free Training for Construction Contractors**  
**Edmonds Community College, Lynnwood, WA**  
**Friday, September 9, 2016**

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Does your company have a **required Accident Prevention Plan?**
- Do you want to know more about **Employees or Independent Contractors?**

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training and customer service issues.